



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Jeffrey B. Trammell, Treasurer
Hill & Knowlton, Incorporated
Political Action Committee (HILLPAC)
901 31st Street, NW
Washington, DC 20007

APR 16 1997

Identification Number: C00183087

Reference: Year End Report (7/1/96-12/31/96)

Dear Mr. Trammell:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-The beginning cash balance of this report should equal the ending balance of your Mid-Year Report. Please clarify this discrepancy and amend any subsequent report(s) that may be affected by this correction.

-Your calculations for Line 8 appear to be incorrect. Cash-on-hand at the close of the current reporting period should always equal the closing calendar year-to-date cash-on-hand amount. Please provide the corrected total on the Summary Page.

-For your information, all contributions received that aggregate \$200 or less per individual for the calendar year should be reported on Line 11(a)(ii). Contributions received aggregating over \$200 per individual for the calendar year should be reported on Line 11(a)(i) and itemized on Schedule A.

-Line 11(a)(i) of the Detailed Summary Page of your report discloses a total of \$14,097.88 in itemized contributions from individuals. The sum of the entries itemized on Schedule A, however, indicates the total to be \$11,597.88. Please amend your report to clarify the discrepancy.

-It has come to the attention of the Federal Election Commission that the reports you have filed during the current election cycle do not reflect the appropriate coverage dates for quarterly filing status. Please be advised of the filing dates and coverage periods for the 1997-1998 election cycle and fill in the appropriate dates on Line 5 of the Summary Page.

Report Type	Coverage Dates	Due Date
Mid-Year	1/1/97-6/30/97	July 31, 1997
Year End	7/1/97-12/31/97	January 31, 1998
April Quarterly	1/1/98-3/31/98	April 15, 1998
July Quarterly	4/1/98-6/30/98	July 15, 1998
October Quarterly	7/1/98-9/30/98	October 15, 1998
12 Day Pre-General	10/1/98-10/14/98	October 22, 1998
30 Day Post-General	10/15/98-11/23/98	December 3, 1998
Year End	11/24/98-12/31/98	January 31, 1999

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,



Reports Analyst
Reports Analysis Division

